

# STATE OF INDIANA

## CERTIFIED PUBLIC ACCOUNTANT (CPA) AWARD POLICY

**Purpose:**

To recruit and retain professionals with a Certified Public Accountant certification.

**Scope:**

This policy applies to State of Indiana employees in the following agencies and job titles/codes:

<i><b>Agency</b></i>	<i><b>Job Title/Code</b></i>
<ul style="list-style-type: none"><li>• Department of Revenue</li><li>• State Board of Accounts</li><li>• Department of Financial Institutions</li><li>• Department of Insurance</li></ul>	<ul style="list-style-type: none"><li>• Financial Institutions Examiner 1-4 / 2RD1-2RD4</li><li>• Financial Institutions Examiner E5-E6 / ERF5 – ERF6</li><li>• Financial Institutions Examiner Supv. 3-4 / 7RD3 – 7RD4</li><li>• Field Examiner 1-3 / 2RE1 – 2RE3</li><li>• Field Examiner Supv. 1-3 / 7RE1 – 7RE3</li><li>• State Examiner, Unclass E1/EZA1</li><li>• Deputy State Examiner, Unclass E3/EZA3</li><li>• Audit Division Administrator, Division Director E3/EUK3</li><li>• Chief Insurance Examiner E4 / ERO4</li><li>• Assistant Chief Insurance Examiner E6 / ERO6</li><li>• Manager Int. Analyst E7 / ERO7</li><li>• Supervisor Insurance Examiner 1 / 2RN1</li><li>• Senior Insurance Examiner 2 / 2RN2</li><li>• Junior Insurance Examiner 3 / 2RN3</li></ul>

This policy supersedes any previous CPA awards currently in use.

**Award:**

- \$1250 quarterly.
- The award will be paid following the end of the quarter, if all eligibility requirements are met during the quarter.
- If employee terminates state employment, then any remaining payments are forfeited.
- The award is not base building to the employee's salary.

**Eligibility:**

- Employees applying to receive an award are required to complete and submit the CPA Certification Form and provide a copy of the State's Licensing Board's indication of the employee's active CPA status to their designated agency representative prior to receiving any compensation.
- Employee must possess an active CPA certificate issued by the State of Indiana. An employee whose principal place of business is not in Indiana must possess an active CPA certificate issued by the state in which the employee is working or the State of Indiana.
- Employee must not have received any suspensions in the last 12 months.
- Employee must not have received more than three (3) below standard or unsatisfactory ratings or an overall performance rating of "did not meet expectation", on their annual performance evaluation.
- Failure to maintain an active CPA license will result in forfeiture of any bonus payments.
- Only regular, full-time employees are eligible to receive an award payment.


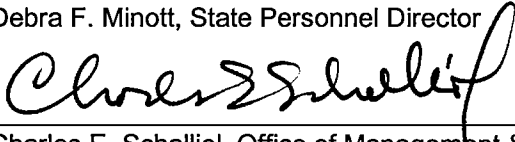
**Agency Requirements:**

- Agencies must use the attached CPA Certification Form to document an employee's application for a CPA Award.
- Agencies must verify the information listed on the CPA Certification Form with the Professional Licensing Board and review the Form quarterly in order to verify ongoing eligibility.
- Agencies must ensure all employees, receiving a CPA Award, have a current performance evaluation on file and meets performance eligibility as outlined above.
- Agencies must submit any CPA Award payout requests to the Auditors office with the payroll file that covers the final workday of the quarter.

**Effective Date:**

1/1/06; Revised 5/12/06

**Approval:**

	5-15-06
Debra F. Minott, State Personnel Director	Date
	5/29/06
Charles E. Schalliol, Office of Management & Budget Director	Date